

20 November 1980

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Thomas H. White
Director of Information Services

SUBJECT: OIS Weekly Report (13-19 November 1980)

Office of the Director of Information Services

In response to an invitation from the Information Security Oversight Office (ISOO), OIS contacted interested Agency components and arranged for 23 Agency employees to participate in the annual ISOO Symposium this year to be held on 19 and 20 November in Washington, D.C. The theme of this year's symposium is "Information Security: Critical Perspectives." Included among the speakers will be Seymour Hersh of the New York Times, currently working on a book about Henry Kissinger; John S. Warner, former General Counsel of the Central Intelligence Agency; and Morton Halperin, Director of the Center for National Security Studies. In addition, ISOO anticipates there will be speakers representing the perspectives of the Congress, a foreign government, and a defense contractor.

Classification Review Division

CRD representatives met with a representative of the Intelligence Community Staff to discuss the second draft of the "Declassification Review Policy Concerning Classified Overhead Imagery Materials." This document has been circulated throughout COMIREX for comment and is in the final stages of coordination. After additional coordination with OGC, we will contact the Information Security Oversight Office for final approval.

CRD reviewed 52,633 pages of CIA material and declassified 10 percent.

Records Management Division

RMD submitted to NARS the Agency's fiscal year 1980 Annual Summary of Records Holdings. The total records volume was 316,000 cubic feet--226,000 at Headquarters and 90,000 at the Agency Archives and Records Center. (Headquarters holdings by Directorate were: DDS&T 65,000; NFAC 65,000; DDA 53,000; DO 30,000; DCI Area 11,000.) In addition, the Agency reported 114,000 reels of magnetic tape.

RMD has obtained agreement from OPPPM to indicate in the Personnel Staffing Complement those positions that have been delegated derivative national security classification authority. This is the method also used to record original classification authority.

Regulations Control Division

RCD processed 28 regulatory proposals during the reporting period.

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Chief, RCD met with [REDACTED] EXCOM Staff, on 13 November to encourage prompt resolution of the issue between DO and NFAC which has been delaying the publication of [REDACTED]

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[REDACTED] is attempting to resolve this matter by 21 November.

Information and Privacy Division

A separate report is attached.

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 Thomas H. White

Attachment

ADMINISTRATIVE INTERNAL USE ONLY

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MEMORANDUM FOR: Acting Deputy Director for Administration
FROM: [Redacted]
Chief, Information and Privacy Division, OIS
SUBJECT: IPD/OIS Weekly Report (13-19 November)

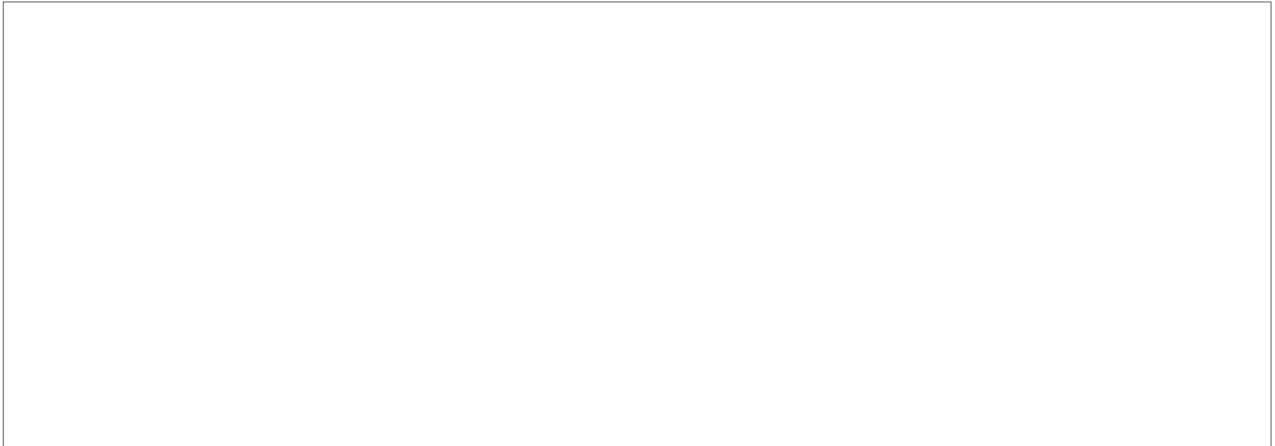
1. <u>The Week in Review</u>	<u>13-19 Nov</u>	<u>1980 Weekly Average</u>
a. New cases logged	51	58.1
b. Cases closed	60	50.5
c. New appeals logged	0	1.7
d. Appeals closed	3	2.8
e. Manpower (man-weeks)	107.3	125.6
2. <u>Current Backlogs</u>		
a. Initial requests - 3003		
b. Appeals - 361		
3. <u>Spotlighted Requests</u>		

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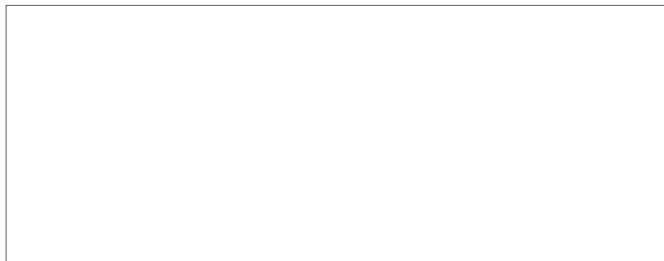
5. Analysis

a. Our new schedule of fees was published in the Federal Register on 13 November 1980. A copy is attached. The new schedule will apply to all requests received in IPD after the date of promulgation. It will not apply, however, to earlier requests where we have already negotiated fee agreements with the requesters on the basis of the now superseded fee schedule. FOI/PA officers should familiarize themselves with the new schedule as soon as possible. Perhaps the most significant change is that there is now provision for charging for on-line computer searches.

b. We have received only 71 appeals thus far in CY 1980, a remarkably low figure. During the corresponding period of CY 1979, for example, we logged 208 appeals.

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Attachment



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IPD, [] nkl 20 November 1980

Distribution:

Orig. & 2 - Addressee

- 1 - DCI
- 1 - DDCI
- 1 - D/NFAC
- 1 - DDO
- 1 - DDS&T
- 1 - D/PA
- 1 - Comptroller
- 1 - IG
- 1 - OGC
- 1 - OLC
- 1 - OPMP&M
- 1 - OL
- 1 - C/IMS []
- 1 - DDO/IRO
- 26 - DDO/IMS []
- 1 - IRG/OS
- 1 - NFAC/FIO
- 1 - DIS
- 1 - RMS/FIO
- 1 - CTS/FIO
- 1 - IPD Subject
- 1 - IPD Chrono
- 1 - IPD Reading Board

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In no case will the assessment of fees be utilized as an obstacle to the disclosure of the requested information. The Coordinator may also waive or reduce the charge whenever he determines that the interest of the government would be served thereby. Fees shall not be charged where they would amount, in the aggregate, for a request, or a series of related requests, to less than \$8. Denials of requests for fee waivers may be appealed by writing to the Executive Secretary of the Information Review Committee, via the Coordinator.

(b) In order to protect the requester and the Agency from large, unexpected fees, when it is anticipated that the charges will amount to more than \$25, the processing of the request shall be suspended until the requester indicates his willingness to pay. The requester shall be notified and asked for his commitment to pay all reasonable search and duplication fees. At his option, the requester may indicate in advance a dollar limitation to the fees. In such an event, the Coordinator shall initiate a search of the system or systems of records deemed most likely to produce relevant records, instructing the system managers to discontinue the search as soon as the stipulated amount has been expended. Where an advance limit has not been stipulated, the Coordinator may, at his discretion or at the behest of the requester, compile an estimate of the search fees likely to be incurred in processing a request, or of such portion thereof as can readily be estimated. The requester shall be promptly notified of the amount and be asked to approve its expenditure. In those cases where the Coordinator estimates that the fees will be substantial, an advance deposit of 50 percent of the estimated fees will be required; in those cases where there is reasonable evidence that the requester may possibly fail to pay the fees which would be accrued by processing his request, an advance deposit of 100 percent of the estimated fees will be required. The notice or request for an advance deposit shall extend an offer to the requester whereby he is afforded an opportunity to revise the request in a manner calculated to reduce the fees. Dispatch of such a notice or request shall suspend the running of the period for response by the Agency until a reply is received from the requester.

(c) The schedule of fees for services performed in responding to requests for Agency records is established as follows:

(1) For each one quarter hour, or fraction thereof, spent by clerical

personnel in searching for a record, \$1.50;

(2) For each one quarter hour, or fraction thereof, spent by professional personnel in searching for a record, \$3.50;

(3) For each on-line computer search, \$11.00;

(4) For each off-line (batch) computer search of Central Reference files, \$27.00;

(5) For all other off-line computer searches of Agency files, \$8.00 per minute of Central Processing Unit (CPU) time;

(6) For copies of paper documents in sizes not larger than 8 1/2 x 14 inches, \$0.10 per copy of each page;

(7) For duplication of non-paper media (film, magnetic tape, etc.) or any document that cannot be reproduced on a standard office copier, actual direct cost; and

(8) For extra copies of reports, maps, reference aids, and other Agency publications, actual cost.

(d) Inasmuch as the Agency's systems of records are highly decentralized, several computer searches may be required to process a request, depending upon its scope. The computer search costs given in paragraph (c), of this section, do not include whatever professional/clerical search time is needed to determine whether the records located are in fact responsive to the request.

(e) Search fees are assessable even when no records pertinent to the requests, or no releasable records are found, provided the requester has been advised of this fact and he has, that notwithstanding agreed to incur the costs of search.

(f) For requests which have accrued substantial search and duplication fees, or for requests for records which have been previously released, or where there is reasonable evidence that the requester may possibly fail to pay the accrued fees, then, at the discretion of the Coordinator, the requester may be required to pay the accrued search and duplication fees prior to the actual delivery of the requested records; otherwise, the requester shall be billed for such fees at the time that the records are provided. Payment shall be remitted by check or money order, made payable to the Treasurer of the United States, and shall be sent to the Coordinator. No appeals or additional requests shall be accepted for processing until the requester has paid all outstanding charges for services rendered under this part.

§ 1900.25 Fees for records services.

(a) Search and duplication fees shall be charged according to the schedule set forth in paragraph (c) of this section for services rendered in responding to requests for Agency records under this part. Records shall be furnished without charge or at a reduced rate whenever the Coordinator determines that a waiver or reduction of the charge is in the public interest because furnishing the information can be considered as primarily benefiting the general public. Thus, the Coordinator shall determine the existence and extent of any identifiable benefit which would result from furnishing the requested information and he shall consider the following factors in making this determination:

(1) The public or private character of the information sought;

(2) The private interest of the requester;

(3) The numbers of the public to be benefited;

(4) The significance of the benefit to the public;

(5) The usefulness of the information to the public; and

(6) The quantity of similar or duplicative information already in the public domain.